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CENTRAL INTELLIGENCE GROUP

CIG ADMINISTRATIVE ORDER NO....

PROCEDURE FOR REQUISITIONING SUPPLIES, EQUIPMENT, AND SERVICES

1. GENERAL

This order is applicable to the procurement, storage and issue of all supplies, equipment and services required for the operations and activities of the CIG. Unless herein excepted, or otherwise specifically designated, the Executive for Personnel and Administration, the Chief, Services Division and the Assistant Chief, Services Division shall be the sole agents for the performance of the above functions, and any unauthorized action, obligation or commitment on the part of any other individual will not be recognized or honored by the CIG.

2. METHODS OF REQUISITIONING

Form No. 36-7, Request for Supplies, Equipment and Services shall be used, except as otherwise stipulated, to requisition all supplies, equipment or services. The requisition should be initiated by the using office, routed to and signed by the designated Branch Supply and Property Officer, and submitted to the Services Division in an original and 5 copies. A separate requisition will be made for each of the following types of supplies.

- a. Communication supplies and equipment
- b. Office Supplies
- c. Office Equipment
- d. Operational Supplies and Equipment
- e. Medical Supplies and Equipment
- f. Reproduction and Printing (on Form 36-2)
- g. Contractual Services
- h. Maintenance and Repair Service, and Space

3. EXPENDIBLE OFFICE SUPPLIES

To eliminate the storing of stocks of supplies and equipment in the various branches, the [ ] Services Division will maintain adequate quantities of administrative office supplies and forms as listed in the CIG Supply Catalog. The description of items and stock numbers as listed in the Supply Catalog shall be used in preparing requisitions in order to prevent confusion and unnecessary delay in filling requests. To obtain office supplies and forms listed in the Supply Catalog, Form No. 36-7 should be initiated and approved by the using office and forwarded directly to the [ ] Services Division. Delivery will normally be made within 24 hours to the location indicated on the requisition. The receiving officer will be required to sign for receipt of the items on three copies of Form No. 36-7 which will be returned to the [ ]

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4. NON-EXPENDIBLE OFFICE EQUIPMENT

Requests for standard items of non-expendible office equipment and machinery may be initiated by responsible officers on Form 36-7, approved by designated Branch Supply and Property Officers and forwarded to the [ ] Services Division. The correct nomenclature and stock numbers as listed in the CIG Supply Catalog should be used in preparing such requisitions. [ ] will make delivery of the items and will secure the signature of the receiving officer and the Branch Supply and Property Officer on three copies of Form No. 36-7, as evidence of receipt of and assumption of accountability for the property.

5. REPRODUCTION AND PRINTING

The Reproduction Section, Services Division is responsible for processing all requisitions for printing, duplicating, mimeographing, lithographing, etc., and composing operations. Any office requiring such services shall submit a requisition in duplicate to the Reproduction Section on Form 36-2, Reproduction Requisition, specifying the type of reproduction job required and attaching texts, samples or exhibits of the work to be done. Requisitions for the reproduction of procedural issuances, new forms, or the revision of forms must be approved by the [ ] Finance Division prior to submission to the [ ]. The reproduction of classified documents will not be requested except upon specific approval by proper authority. Upon completion of a reproduction job, delivery will be made to the place indicated on the requisition and a signed copy of the requisition evidencing receipt of the job will be returned to the [ ].

6. SUPPLIES AND EQUIPMENT NOT CARRIED IN STOCK

Any office requiring items for official use which are not listed in the CIG Catalog should submit requisition Form 36-7 to the Supply Section in accordance with the procedure outlined in paragraph 2 above. The requisition should include a complete description of the item required including name of manufacturer and model number, or specifications and sketch of the item. The properly designated officers in the [ ] will purchase or otherwise procure the requested item in accordance with applicable regulations. Requisitions shall be submitted as far in advance of requirements as circumstances permit in order to allow as much time as possible to effect procurements. The most common form of procurement will be by means of Purchase Orders, and the ordering office will receive a copy of the Purchase Order from the [ ]. All items procured from outside sources will be delivered to the [ ] for proper inspection. After making inspection of the items, the [ ] will make re-delivery to the location indicated on the requisition and will secure from the receiving officer two signed copies of Delivery Receipt, Form No. 36-10.

7. CONTRACTUAL SERVICES

Any office desiring the rental of space or equipment, or the installation of and/or leasing of communication or utility facilities or special contractual services of any kind must submit a requisition to the [ ] Services Division on Form No. 36-7, giving complete details and specification of the service desired. Under no circumstances shall any negotiations be carried on or any contracts or agreements be entered into or any obligations or commitments made for contractual services except by or on specific approval of the Executive for Personnel and Administration or a properly designated Contracting Officer of the Services Division.

8. SPACE, MAINTENANCE AND REPAIRS

Any office desiring structural alterations or repairs to buildings, electrical or carpentry work, or repairs to equipment or machinery should submit a requisition on Form No. 36-7 to the [ ] Services Division giving specific details of the services desired. The [ ] is also responsible for allocations of space and physical moves between offices, and requisitions for additional space or the moving of furniture and equipment should be submitted to the [ ]

9. PROCUREMENT FOR OVERSEAS OPERATIONS

Overseas Missions and field stations will submit requests for supplies, equipment and services required from the USA through the proper channels to the appropriate branch in Washington. The branch after screening the requirements will forward the request to the Chief, Project Support Division, who will make arrangements with the Services Division for procurement and shipment.